



Position Details

Classification: Supervising
Transportation Planner

Office/Branch: Program Delivery/
Planning and Sustainability

Working Title: Planning and Sustainability
Supervising Transportation Planner

Location: Fresno

Position Number: 311-685-4725-005

HR Approval Date/Initials: 4/5/23 RS

**CBID/Bargaining
Unit:** M01

**Work Week
Group:** E

Tenure: Permanent **Time Base:** Full
time

Job Description Summary

Under the general direction of the California High-Speed Rail Authority's (Authority) Principal Transportation Planner, the Supervising Transportation Planner directs a variety of complex activities related to station delivery, urban planning, transportation planning, and the coordination and integration of the Authority's high-speed rail plan with the State Rail Plan. The incumbent organizes and plans outreach with state, regional, and local transportation providers, local jurisdictions, and other stakeholders to meet schedule deadlines and requirements and to advance the objectives of Station Delivery, including Transit Connectivity, Sustainability, Station Area Planning, City and Regional Planning, Blended and Integrated Services, and Project Development and Stakeholder Coordination. All work will be completed in accordance with applicable state and federal laws, regulations, and policies.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E)

- Supports Station Delivery as a Contract Manager, Deputy Contract Manager, and/or Task Manager, including managing consultants that support the high-speed rail program.
- Provides planning expertise and oversight for station delivery, including organization and direction consistent with the Authority's business plan, policies, procedures, and other statewide planning efforts.
- Coordinates outreach efforts to state, regional, and local transportation providers and other stakeholders to meet schedule requirements.

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- Provides analytical support for studies and research related to cross-functional project management activities, program issues, and other functional branches for project planning issues.
 - Serves as project manager and leads a project team responsible for the development and analysis of transportation planning programs with state, regional, and local transportation providers.
 - Develops and analyzes forecasts for federal, state, regional, and local transportation funding including revenue streams for capital, operations, and maintenance of the multimodal transportation system.
- 35% (E)
- Directs and reviews research assignments relative to transportation planning for the Authority.
 - Directs the development of reporting formats for research results and presents results orally and in writing to executive staff.
 - Completes special project tasks pertaining to programmatic and administrative aspects of the planning and sustainability elements of the high-speed rail project.
 - Evaluates and recommends policies and process improvements to provide consistency in contract management for the Planning and Sustainability Branch and implements administration templates per Authority's policies and procedures.
- 20% (E)
- Advises the Principal Transportation Planner and Director of Planning and Sustainability and makes recommendations on sensitive and/or critical transportation planning issues and policies.
 - Serves as a technical expert for the program and supports the needs of the team by reviewing technical documents and providing input, including participation in Configuration Management.
 - In partnership with Regional Directors, coordinates with communities to ensure that the project considers stakeholder feedback.
 - Assists in managing federal grants and research activities and pursuing other funding opportunities supporting the high-speed rail project.
 - Represents the Authority by attending and/or presenting in meetings with federal, state, and local agencies, organizations, and the public.
 - Assigns work and priorities, monitors progress, adjusts priorities, redistributes workload, and secures extensions as needed to meet established deadlines. Selects and hires staff and identifies training needs.

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- Meets regularly with staff to discuss performance, individual developmental needs, and career aspirations. Prepares and delivers probationary and annual performance evaluation reports; identifies, addresses and resolves employee performance issues; and takes proper employee disciplinary action. Identifies tools necessary for staff to perform work efficiently. Provides timely feedback and recognition to staff.
- Approves staff timesheets, leave requests, and work schedules based on business needs. Provides supervision, support, and guidance to staff consistent with policies and ensures uniform interpretation and implementation of laws, rules, regulations, policies, and procedures.

5% (M)

- Performs other job-related duties.

Special Requirements

The checked boxes below indicate any additional requirements for this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information:

This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that the assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC).

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Knowledge and Abilities

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques. The Authority's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. The Department's budgeting process; the Authority's Equal Employment Opportunity (EEO) Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Authority's EEO Program and the processes available to meet these program objectives. Purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of the Authority.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work. Conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. Work independently on complex planning projects; organize and direct the work of staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Authority's safety, health, labor relations, and Equal Employment Opportunity objectives. Provide direction for the analysis of transportation and environmental planning studies.

Desirable Qualifications

- American Institute of Certified Planners (AICP) certification.
- Familiarity with the planning field of practice.
- Experience using independent judgment and resourcefulness in resolving complex issues related to planning requirements.
- Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning.
- Knowledge of federal and state laws related to transportation planning, programming, and funding of transit and intercity passenger rail projects.

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- Experience managing competitive grants and other federally funded projects.
- Knowledge of state contracting and document management procedures.
- Experience in heavy and/or light rail operations.
- Knowledge of computer processing techniques, applications (e.g., Microsoft
- Experience managing the planning process for large scale projects and/or grants.
- Experience resolving or addressing problems/issues related to transportation projects.
- Experience managing the performance of department staff, contractors, consultants, and/or service providers.
- Experience leading the work activities of an integrated team.
- Experience managing or directing the preparation of reports summarizing the findings and conclusions of a study or a program analysis.

Supervision Exercised Over Others

The Supervising Transportation Planner will supervise a Senior Transportation Planner and external consultant staff. The incumbent also provides general technical guidance to other staff. On individual projects, the incumbent may serve as a project manager over other Authority staff or external consultant staff.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. The incumbent will also have regular contact with state, regional, and local transportation providers, local jurisdictions, and other stakeholders. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Failure to properly perform these functions would jeopardize relationships with stakeholders and various public agencies whom the Authority holds contracts and agreements with. Errors would also jeopardize funding opportunities, such as federal grants, and could result in failure of activities related to station delivery, urban planning, transportation planning, and the coordination and integration of the Authority's high-speed rail plan with the State Rail Plan. This may likely result in the loss of funding and the assessment of penalties and sanctions. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Monday through Friday between 8 AM and 5 PM
- b. Telework: Telework is not available for this position.
- c. Travel: Travels throughout the Central Valley and occasionally travels to Sacramento and statewide for rail integration and the Statewide Rail Plan up to 20% of the time.

Acknowledgement and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name:	Signature:	Date:
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